



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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*Memorandum*

TO: Partnership Local Streets and Roads Working Group

DATE: October 6, 2015

FR: Christina Hohorst

RE: P-TAP 17 Call for Projects

The Pavement Management Technical Assistance Program (P-TAP) provides Bay Area jurisdictions with expertise in implementing and maintaining a pavement management program, primarily the MTC StreetSaver® software. MTC has programmed approximately \$16 million in regional Surface Transportation Program (STP) funds during the last sixteen rounds of P-TAP. In total, MTC has funded about 665 projects and assisted all Bay Area jurisdictions with their pavement needs.

MTC is soliciting applications for Round 17 projects (see attached). The application will be available online and will be due October 30, 2015 by 4:00 p.m. Please follow the following link to apply for P-TAP 17: <http://www.mtc.ca.gov/services/pmp/>

Approximately \$1.4 million is available for Round 17. To ensure that there is enough funding for small jurisdictions to complete PMS projects, the minimum grant amount awarded will be \$15,000.00. The maximum grant amount will remain \$100,000.00. MTC will notify grant finalists in January 2016, contingent upon Administration Committee approval. All eligible Bay Area cities and counties are encouraged to apply and to participate in a webinar for the P-TAP 17 Call for Projects on Thursday October 15, 2015 at 10 a.m.

Please feel free to contact me at 510-817-5869 and [chohorst@mtc.ca.gov](mailto:chohorst@mtc.ca.gov) with questions.



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October 6, 2015

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**Cities and Counties  
San Francisco Bay Area**

**RE: Pavement Management Technical Assistance Program (P-TAP) Round 17**

Dear Public Works Directors of the San Francisco Bay Area:

MTC is soliciting projects for the Pavement Management Technical Assistance Program (P-TAP) Round 17. Applications are due Friday, October 30, 2015 by 4:00 p.m. MTC expects to formally confirm finalists in January, contingent upon Administration Committee approval.

All eligible Bay Area cities and counties are encouraged to apply. This includes jurisdictions that previously applied for P-TAP funds but were not selected and past P-TAP recipients that may need additional funds to implement, maintain or update specific components of their pavement management program (PMP).

P-TAP provides Bay Area jurisdictions with assistance and expertise in implementing and maintaining a PMP. The program's success has enabled P-TAP to expand assistance to all Bay Area cities and counties. MTC has programmed approximately \$16 million in regional Surface Transportation Program (STP) funds during the last sixteen rounds of P-TAP. In total, MTC has funded about 665 projects and assisted all Bay Area jurisdictions with their pavement needs.

Jurisdictions applying for a P-TAP grant will have the option of selecting from the following types of projects: (1) Pavement Management Systems (PMS) projects, (2) Non-pavement Asset Management projects, and (3) roadway design projects including the development of Plans, Specifications, and Estimates (PS&E).

Through P-TAP, MTC has retained qualified consulting firms to provide assistance to Bay Area jurisdictions for eligible pavement projects. MTC will select the most appropriate firm to assign to each awarded jurisdiction based on the firm's expertise, jurisdictions' previous experience with the firm, the jurisdiction's preference, and the firm's geographic proximity with the jurisdiction. MTC does not guarantee that jurisdictions will be assigned their preferred firm.

Jurisdictions are expected to work directly with P-TAP consultants to complete the projects. Attachment A outlines the grant requirements with the jurisdiction's responsibilities for their P-TAP project. By accepting a P-TAP grant, jurisdictions authorize MTC and their assigned consulting firms to inspect their roadways.

Projects will be selected on the basis of the scoring criteria consistent with MTC Resolution 4078 (Attachment B). This includes scores for the type of project; the number of centerline miles in a jurisdiction; when a jurisdiction last received a P-TAP grant; and certification status.

For Round 17, approximately \$1.4 million in federal funds is expected to be available for programming. Jurisdictions will also be awarded up to two years subscription to StreetSaver® On-line. The minimum grant amount awarded will be \$15,000 with a maximum cap of \$100,000 awarded per jurisdiction. The project amount awarded will include both the MTC's STP contribution as well as a local contribution of 20%. The local contribution includes the local match of 11.47%; the remaining 8.53% pays for the StreetSaver® subscription referenced above.

You can determine your jurisdiction's maximum eligible award amount by multiplying \$300 by the number of centerline miles in your jurisdiction. For example, if a jurisdiction has 50 centerline miles of road, then the maximum amount of project funding would be \$15,000 (the local contribution will be 20% of \$15,000, which is \$3,000). For PS&E and Non-Pavement Asset Management projects, applicants will need to provide an estimated cost (between \$15,000 and \$100,000) for the scope of work desired.

The actual award amount for individual jurisdictions will depend on the number of eligible applications received. The local contribution requirement of 20% of the grant sum needs to be paid to MTC by the local jurisdiction prior to the start of the project, and **no later than February 29, 2016**. Failure to submit local contribution by the February 29 deadline will result in the loss of funding for the project, and removal from the P-TAP round. MTC staff will then select an alternate project for participation in this round.

All P-TAP 17 projects will be initiated in Fiscal Year 2015-16, and need to be completed by April 30, 2017. MTC will directly reimburse consultants working on P-TAP projects. Project sponsors are responsible for project costs exceeding the P-TAP grant amount. All grants are subject to availability of funds allocated for P-TAP by MTC. **Jurisdictions with a PMS certification inspection date in 2013 or earlier are urged to apply for P-TAP 17 PMP assistance.** If your jurisdiction would like to participate in P-TAP, please complete the application form online:  
<http://www.mtc.ca.gov/services/pmp/>.

Applications are due on **October 30, 2015 by 4:00 p.m.** For additional information contact:  
Christina Hohorst, Project Manager, at (510) 817-5869.

Sincerely,



Anne Richman  
Director, Programming and Allocations

AR:CH  
Attachments

## P-TAP Round 17 Grant Requirements

This document provides an overview of the grant requirements for P-TAP Round 17, including schedule deadlines and deliverables checklists for all P-TAP projects, and budget options reports, information on GIS linkage and certification letters for Pavement Management System (PMS) projects. The Regional Pavement Condition Report is also discussed.

### Schedule Milestones

October 6, 2015	MTC advertises call for projects
October 30, 2015	Applications due to MTC
January 13, 2016	MTC notifies grant finalists after Administration Committee approval
February 29, 2016	Local contribution checks due to MTC
March/April, 2016	Projects start
May 1, 2016	Deadline to set up StreetSaver® Online account profile (new/desktop users only)
April 30, 2017	Final Report due to MTC

### Schedule Deadlines

<u>Task #</u>	<u>Activity/Deliverable – PMS Projects</u>	<u>Due Date</u>
1	Workscope, Schedule and Budget	June 1, 2016
2	Condition Survey Data and System Updates	October 1, 2016
3	Budget Analysis, Calculations and Reports	December 1, 2016
4	Budget Options Report (Final Report)	April 30, 2017

<u>Task #</u>	<u>Activity/Deliverable – Non-Pavement Asset Management/PS&amp;E Projects</u>	<u>Due Date</u>
1	Workscope, Schedule and Budget	June 1, 2016
2	35% of Workscope Tasks	October 1, 2016
3	95% of Workscope Tasks	December 1, 2016
4	100% of Submittal (Final Report)	April 30, 2017

### Deliverables Checklists

Attachments A-1, A-2 and A-3 provide examples of the deliverables checklists for PMS, Non-Pavement Asset Management and PS&E projects, respectively. MTC requires that agency staff sign off on deliverables before consultants can be paid by MTC for work completed. The checklists provide agencies with an additional measure of quality control.

### Budget Options Reports (BOR) – PMS Projects

Attachment A-4 is an outline of the required components for a Budget Options Reports (BOR) (e.g., final report).

### **GIS Linkage and Maps – PMS Projects**

GIS linkage is mandatory for all PMS projects. There are two options available to meet this GIS requirement: the jurisdiction may either do the linkage in-house or ask the P-TAP consultant to complete the links to the agency's base map. If a jurisdiction has already established a GIS map separate from the TIGER maps available in StreetSaver®, but has not yet linked the map to pavement data, MTC provides a one-time GIS mapping integration service for \$1,750 that may be included as part of the P-TAP grant amount. For more information on the GIS Mapping Integration, please go to the Pavement Management Program website:  
<http://www.mtcpms.org/products/index.html>

### **Certification Letters – PMS Projects**

Agencies are required to sign and mail their certification letters to MTC within two weeks of receipt from their P-TAP consultant. Certification letters for Round 17 are due to MTC by April 30, 2017. For more information on the certification letters, please go to:  
<http://www.mtc.ca.gov/services/pmp/>

### **Regional Pavement Condition Report – PMS Projects**

Using data from StreetSaver®, MTC performs condition summaries of the region's roadways. These summaries are published on an annual basis in MTC's Pavement Condition Index (PCI) Report and designed to provide the public with an overall assessment of the region's transportation network. In order for MTC to include your jurisdiction's current conditions, please ensure that your P-TAP consultant completes Task 2 - Condition Survey Data and System Updates - by November 30, 2016.

### **Attachments**

- A-1) Deliverables Checklist for PMS Projects
- A-2) Deliverables Checklist for Non-Pavement Asset Management Projects
- A-3) Deliverables Checklist for PS&E Projects
- A-4) Budget Options Report Overview

### **MTC Contact Information**

Christina Hohorst  
P-TAP Project Manager  
[chohorst@mtc.ca.gov](mailto:chohorst@mtc.ca.gov)  
510.817.5869

Consultant: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Sign-off by: \_\_\_\_\_  
 Date: \_\_\_\_\_

## PTAP - PMS Project Deliverable Checklist

		Check if completed	Staff initials/Task Approval	Remarks
Workscope, Schedule, & Budget (Task 1)	Local Match Received			
	Project Kick-Off			
	Agency's DB Connection (Email Sui Tan)			
	Roles/Responsibilities			
	Communication Protocol			
	Conflict Resolution <sup>1</sup>			
	Traffic Control Discussed			
	Expectations (Performance Review, BOR, etc)			
	Scope of Work Defined			
	QA/QC Plan Submitted			
	Final Agreed Upon Price			
	Schedule / Completion Date submitted to MTC			
	Estimate of Hours of each Task			
Condition Survey Data and System Update (Task 2)	Overall network PCI before inspection: _____			
	Inventory Reviewed & Audited			
	Sectionalized Streets As Needed			
	M&R Update			
	Performed Reinspection ( __ % network)			
	Quality Management Report (QMR) approved by Jurisdiction			
	- Remediation Work Documented			
	- Agency participated in Field Survey? (Yes/No)			
	Revised QMR submitted/approved by Jurisdiction (if applicable)			
	Overall network PCI after inspection: _____			
Budget Analysis, Calculations & Reports (Task 3)	Verified Agency's budget assumptions			
	Checked Interest & Inflation Rates			
	Run 5-year Analysis			
	Assessed Decision Trees			
	Recommendation provided    No recommendation provided			
	Unit Costs Update			
	Developed Multi-Year Work Plan			
	Impacts Shown on GIS Maps <sup>2</sup>			
	Executive Summary			
	Discussion of Pros/Cons of Current Practice			
	Recommendations			
	Discussion of Final Results w/ Agency			
	Draft Report Submitted			
Final Project Report (Task 4)	Final Report			
	Approved QMR/Revised QMR included in Final Report			
	FINAL PCI: _____			
	Local Acknowledgement of Data Acceptance			
	Agency's DB Disconnection (Email Sui Tan)			
	Prepare PMP Certification for signature			

<sup>1</sup> - Conflict Resolution: Any conflicts on the project should be resolved between the consultant and the Agency. If it is deemed unresolved by either of the parties, MTC must be contacted to address any concerns

<sup>2</sup> - GIS linkage is mandatory for all PMS projects. There are two options available to meet this GIS requirement

Option A - Use TIGER maps for one-time GIS mapping integration service at \$500. The jurisdiction may either do the linkage in-house or ask the consultant to complete the links to the existing TIGER maps. The effort for this task will be paid either by the Agency out of the PTAP grant or may be included as part of the P-TAP grant amount by altering the proposed scope

Option B - If a jurisdiction has already established an agency-based GIS map separate from the TIGER maps, but has not yet linked the map to pavement data, MTC provides a one-time GIS mapping integration service for \$1,750. This cost is in addition to the effort required to do the segmentation matching. The total cost may be paid either by the Agency outside of the PTAP grant or may be included as part of the P-TAP grant amount by altering the proposed scope.

Revised April 2015

Consultant: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Sign-off by: \_\_\_\_\_  
 Date: \_\_\_\_\_

## PTAP - Non-pavement Project Deliverable Checklist

		Check If Completed	Staff Initials/ Task Approval	Remarks
Workscope, Schedule, & Budget (Task 1)	Local Match Received			
	Project Kick-Off			
	Roles/Responsibilities			
	Communication Protocol			
	Conflict Resolution <sup>1</sup>			
	Traffic Control Discussed			
	Expectations (Performance Review, BOR, etc)			
	Data collection methodology/approach discussed			
	Scope of Work Defined			
	QA/QC Plan Submitted			
	Final Agreed Upon Price			
	Schedule / Completion Date			
	Estimate of Hours of each Task			
Condition Survey Data and System Update (Task 2)	Inventory Reviewed & Audited			
	Sectionalized Streets As Needed			
	M&R Update			
	Performed Reinspection ( __% network)			
	QC Report			
	Remediation Work Documented			
Draft Inventory Database and Needs Assessment (Task 3)	Agency participated in Field Survey? (Yes/No)			
	Verified Agency's budget assumptions			
	Checked Interest & Inflation Rates			
	Run 5-year Analysis			
	Review Decision Trees			
	Unit Costs Update			
	Developed Multi-Year Work Plan			
	Impacts Shown on GIS Maps <sup>2</sup>			
	Executive Summary			
	Discussion of Pros/Cons of Current Practice			
Final Project Report (Task 4)	Recommendations			
	Discussion of Final Results w/ Agency			
	Final Report			
	Local Acknowledgement of Data Acceptance			
	Agency's DB Disconnection (Email Sui Tan)			

<sup>1</sup> - Conflict Resolution: Any conflicts on the project should be resolved between the consultant and the Agency. If it is deemed unresolved by either of the parties, MTC must be contacted to address any concerns.

Consultant: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Sign-off by: \_\_\_\_\_  
 Date: \_\_\_\_\_

## PTAP - Pavement Design Projects (PS&E) Deliverable Checklist

	Check if Completed	Staff Initials/ Task Approval	Remarks
<b>Workscope, Schedule, &amp; Budget (Task 1)</b> Local Match Received Project Kick-Off Meeting Roles/Responsibilities Communication Protocol Scope of Work Defined Limit of Work Area Identified Final Agreed Upon Price Schedule / Completion Date Estimate of Hours Per Task Work Scope Delivered to MTC for Approval Jurisdiction Staff Initial - Above Work Completed			
<b>Phase II: Pavement Evaluation Report (Task 2)</b> Deflection Testing Coring & R-value Sampling R-value Testing Visual Evaluation of Surface Conditions Drainage Problems Identified ADA / Accessibility Problems Identified Traffic Circulation Problems Identified Photographs of Site Conditions Cost Estimate Prepared for Each Segment Recommendations Prepared From Investigation Delivery of Pavement Evaluation Report Jurisdiction Staff Initial - Above Work Completed			
<b>Phase III: Design Development (Task 3)</b> Scaled Base Plans Created Utility Research Areas of Rehabilitation/Maintenance Items Shown Notes, Legends, etc. Included on Plans Construction Details Included on Plans Title Sheet w/Location Map, Legend, General Notes Cost Estimate of all Items of Work for Each Segment Bid Package Prepared General and Supplemental Conditions Prepared Technical Specifications Prepared Delivery of PS&E at 35% completion for City Review Meet with City Staff to Discuss Redline Comments Delivery of PS&E at 65% completion for City Review Jurisdiction Staff Initial - Above Work Completed			
<b>Phase IV: Design Development (Task 4)</b> Meet with City Staff to Discuss Redline Comments Delivery of PS&E at 100% completion Jurisdiction Staff Initial - Above Work Completed			



## Budget Options Report (BOR): Components of a Quality Report P-TAP

### ■ Audience

- Technical level – maintenance and engineering personnel
- Policy level – Public Works Directors, City Managers, County Executives, City Councils
- MTC encourages local jurisdictions and P-TAP consultants to present results/recommendations to policy level personnel

### ■ Purpose

- Translates technical analysis into pavement repair options
- Links needs analysis with annual and multi-year programming
- Shows impacts of varying levels of budgets which may increase funding
- Provides most cost-effective pavement repair recommendations
- Facilitates securing management buy-in to obtain policy board approvals
- Provides MTC with insight into jurisdictions' pavement management programs and policies

### ■ Content

- Executive Summary
  - Background explanations to define concepts, establish the BOR context
  - Highlights current/future pavement conditions and needs
  - Highlights past funding levels for pavement maintenance and rehabilitation with estimates for current/future anticipated revenue
  - Summarizes minimum three scenarios with clear depiction of impacts:
    - Maintain annual budget estimates over the next five years
    - Maintain existing PCI over the next five years
    - Increase current PCI by five-points over the next five years
  - GIS – for three budget scenarios analyses, show impacts through the use of GIS maps in the StreetSaver® GIS Toolbox
  - **Suggestions that clearly lay out realistic options, for example:**
    - Budget
      - Maintain current funding in order to maintain PCI, or
      - Increase budget to \$X in order to improve PCI to Y
    - Pavement Maintenance – promote pavement preservation principles to capture cost savings
    - Policy Recommendations – Explore possibility of assessing impact fees based on garbage/recycling truck routes
- Supporting documentation (intended for technical level audience)

### ■ Recommended format

- Length - Minimum five page executive summary to effectively communicate critical information
- Graphics - Clear summary graphics essential

## SCORING CRITERIA FOR P-TAP 17 PROJECTS

<u>No.</u>	<u>Description</u>	<u>Score Range</u>	<u>Total Points</u>
1	<u>Scope of Work Requested</u>	5 to 25	25
	<i>Jurisdictions applying for Pavement Management System (PMS) projects will receive higher scores.</i>	PMS = 25 NPAM=5 PS&E = 5	
2	<u>Centerline Miles</u>	10 to 20	20
	<i>Jurisdictions with fewer centerline miles will receive higher scores.</i>	<100 = 20 100-300 = 15 >300 = 10	
3	<u>Prior P-TAP Recipient</u>	0 to 30	30
	<i>Jurisdictions that have not recently received P-TAP funds will receive higher scores.</i>	Round 14 or earlier = 30 Round 15 = 15 Round 16 = 0	
4	<u>Certification Status</u>	10 to 25	25
	<i>Jurisdictions without current PMP certification will receive higher scores. Projects are prioritized based on last inspection date. If applying for all three project types, the PMP certification project will take precedence.</i>	Last inspection date between*: Before October 2013 = 25 November 2013- March 2014 = 20 April – October 2014 = 15 November 2014- March 2015 = 10 April – October 2015 = 5	
<b><u>Total Points Possible</u></b>			100

\* Last inspection date will be used in tie breakers; the oldest inspection date/s will take precedence.